SERVICE FORECAST
PERIOD 2, AMENDMENT 12

CONTRACT: NAS5-00047 PROGRAM ANALYSIS AND CONTROL
                        (PAAC) CONTRACT

CONTRACTOR: QSS GROUP, INC.

PERFORMANCE PERIOD: JANUARY 1, 2001 THROUGH DECEMBER 31, 2001

THIS SERVICE FORECAST IS ISSUED PURSUANT TO CLAUSE H.7 "SERVICE FORECASTS
AND OPERATING PLANS" OF THE SUBJECT CONTRACT.

_____   DECEMBER 15, 2001
CONTRACTING OFFICER   **DATE**

	PAAC CONTRACT NAS5-00047 SERVICE FORECAST / SERVICE ORDER PLAN *QSS* **Boeing**	
Customer ID: 110.02 **Title: OHR Recruitment Office**	**Service Forecast Originator: Sandy Buffalano** **IST Leader: Barbara Parmenter**	

TECHNICAL REQUIREMENTS:

Performance Requirement 11 – General Business: (QSS: JCN: 3047-1A6-39) (Boeing CCN: UAV110B2)

Provide onsite support to the Center's Recruitment Program:

- Maintains and analyzes recruitment statistics: # of campuses/job fairs visited, applications per recruiting source, applicants interviewed per recruiting source, applicants selected per recruiting source and applicant selected per recruiter.

- Calculates cost per hire by source.

- Tracks source of fresh outs/mid/senior hires (schools, industry, government, academic).

- Researches sources and benchmarks against other government agencies/industry to determine best recruitment avenues: internet web site, journals, newspapers, job fairs, other sources.

- Prepares recruitment marketing material for use by Center recruiters at college campuses and job fairs and for mid and senior level hires.

- Schedules college campus visits and attendance at job fairs. Makes contact with Career Placement Officers, Job Fair Coordinators and arranges GSFC's attendance. Scheduling for campus and job fair visits is completed in mid-August of each year.

- Updates Recruitment web site as information changes or new information needs to be added.

- Works with newspapers, journals, and advertisement companies to develop innovative advertisements to attract diverse, high quality candidates. Meets deadlines of newspapers and journals to ensure timely advertisements.

- Participates in special recruitment projects such as development of new intern programs, hiring of people with disabilities, etc.

Provide the following knowledge/abilities:

- Knowledge of basic college recruitment principles/sources.
- Knowledge of computer programs (Word, Excel) to develop spreadsheets.
- Skill in using internet, math skills, oral and written communication skills.

PAAC CONTRACT
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Boeing

Customer ID: 114 Title: OHR Training Project Control	Service Forecast Originator: Don Wolford IST Leader: Barbara Parmenter

TECHNICAL REQUIREMENTS:

<u>Performance Requirement</u> 12 – General Business: (QSS JCN: 3047-126-39 | Boeing CCN: UAV114B1)

Course Administration:

- Open and close classes

- Provide logistical support, including ordering class materials, distributing class materials, making arrangements with vendor/training consultants

- Marketing and advertising courses(s)

- Data entry and running training data reports

- Receipt of training requests

- Preparation and maintenance of Course Resource Folder

- Preparing purchase orders and modifications to purchase orders

- Researching training vendors on world wide web and other sources for requested courses

- Communicate with managers, program participants, and vendors via phone, email fax and written letters.

Academic/Training Program Support:

- Advertise and market program to customers

- Research possible providers of program on world wide web and other sources

- Prepare announcements and orientation packages

- Receive applications and maintain program files and folders

- Data entry and running training data reports

- Prepare program documents, such as orientation sign-up sheets

- Provide logistical support to EDS at program introductory meetings, orientation, and academic advising

- Open and close classes

- Prepare badge requests for instructors

- Receive information requests from managers and program participants and respond in timely fashion with accurate information.

Career Management Program/Professional Development Center:

- Serve as receptionist in Building 1 Professional Development Center

- Maintain log of visitors to Professional Development Center

- Creating and maintaining office files

- Tracking level of resources and notifying Professional Development Center Program Manager when resources need to be reordered

- Responding in courteous and prompt manner to customer requests, whether received by in-person visits, emails, phone, or regular mail

- Creating budget spreadsheets and tracking budget expenditures

- Marketing services available at the Professional Development Center

- Serve as professional responsible for career development course curriculum at the Center

Knowledge Required:

- Knowledge of office automation software, including Microsoft Office Suite
- Knowledge of office procedures
- Knowledge of time management and task management principles

Skills and Abilities:

- Typing and word processing
- Ability to answer phone in a courteous manner, take accurate messages, forward phone calls, use phonemail system
- Ability to organize tasks, track progress of action items, document events, and retrieve information in a timely fashion
- Interact with co-workers and customers in a friendly manner and maintain positive work relationships
- Ability to create documents, spreadsheets

**PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing**

Customer Number: 415-03	Service Forecast Originator: Catherine Mikkelsen
Title: GOES-R Project Control	IST Leader: Richie Weiss

TECHNICAL REQUIREMENTS:

Performance Requirement 9 – Management Information Systems (QSS JCN: 3047-D33-39)
- Design, implement and maintain a password-protected project intranet system (web pages) for access and use by project personnel.
- Establish and maintain a project library and serve as the project librarian.
- Evaluate and/or develop and maintain the various automated systems (project calendars, scheduling systems, etc.) that will used to support project administrative activities.
- Provide support to project personnel in automation matters such as software installation and by serving as the project interface/liaison to ODIN.

Performance Requirement 12 – General Business (QSS JCN: 3047-D36-39 | Boeing CCN: UAV415B3)
- Obtain project status update from all project participants and prepare MSR, and Quarterly reports.
- Prepare and maintain a total project calendar of upcoming events.
- Prepare project presentations from material provided by project personnel.
- Prepare, maintain and update project and manpower databases. Provide periodic reports on travel and current work assignments.
- Ordering Supplies through the Stores Stock SATS program or GSA Advantage or Internet .
- Maintain list of all currently assigned project participants, including location, telephone number and telemail ID to be available for all project participants.
- Facility Evaluation - floor plans, including interface with FED and POEMD for changes and maintenance.
- Property Management - includes excess acquisition and turn in, coordinates of office moves of equipment and shipping, as required.
- Facility Planning and Analysis - space requirements, short and long term.
- Moves - organize and coordinate physical moves of personnel, telephones and related functions. Interface with movers, FED, POEMD, and telephone people as required.

DELIVERY SCHEDULE:
- Event Calendar (weekly)
- Pre-MSR
- Quarterly
- Travel and Manpower Reports (periodic)
- Presentations
- Assigned Personnel List

PAAC ID	Description	Per 1 End	Per 2 Amdt 1	Per 2 Amdt 2	Per 2 Amdt 3	Per 2 Amdt 4	Per 2 Amdt 5	Per 2 Amdt 6	Per 2 Amdt 7	Per 2 Amdt 8	Per 2 Amdt 9	Per 2 Amdt 10	Per 2 Amdt 11	Per 2 Amdt 12	Contract to Date
101	Code 101 PJ CTL														
101-02	International Travel									New					
110	OHR PJ CTL														
110-02	OHR Recruitment Office												New		
114	OHR Training PJ CTL												Revised		
151-01	FMD Accounting														
151-03	IFMP Accting Backfill														
155-01	HQ Accounting														
201-02	Inst. Support Off. Accounting									New					
300	OFA PJ CTL														
401-01	KSC Field Office PJ CTL														
401-02	MIO														
403	FPRO PJ CTL		Revised												
403-02	PJ Sppt Website Committee												New		
410	EXP PJ CTL		Revised			Revised						Revised			
415-01	GOES PJ CTL														
415-02	GOES N-Q PJ CTL														
415-03	GOES-R PJ CTL									New				Revised	
420	EOS-G PJ CTL			Revised	Revised										
420-02	EOS-G Outreach				New										
422	EOS PM PJ CTL				Revised										
422-02	EOS PM Outreach				New										
423	ESDIS PJ CTL														
424	EOS CHEM PJ CTL														
425	ICESat PJ CTL		Revised												
425-02	ICESat/GLAS		New												
428-01	ESMO PJ CTL												New		
429	NPP PJ CTL														
440	HST PJ CTL														
442	HST FS&S PJ CTL														
443	NGST PJ CTL														
444	SSMO PJ CTL														
450	MSPO PJ CTL														
451	Space Network Project Web														
454	TDRS PJ CTL														
456	Rapid S/C DEV. PJ CTL														
460-01	STP PJ CTL											Revised			
460-02	STP/TIMED											Revised			
460-04	STP Outreach											Revised			
460-05	STP Budget Data Base											Revised			
460-06	STP Scheduling											Closed			
460-07	STP External Outreach											Revised			
460-08	STP CM											Closed			
460-09	Living With a Star PJ CTL					New						Revised			
460-10	Living With a Star PJ Off Sppt												New		
470	ESSPO PJ CTL														
473	AEAP		Closed												
474	TRIANA PJ CTL														
480	POES PJ CTL														
480-02	EUMETSAT Sched Sppt									New					
490	New Millenium EO-1, LISA and ST7			Revised						Revised					
495	ST5 PJ CTL									Revised					
500	Website Sppt to AETD BMO			New			Closed								
501	Website Sppt to AETD BMO						New								
541	Mat Eng Branch PJ CTL														
543-01	ASTRO E-2 CM										New				
551	Optics Branch PJ CTL														
571	GN&C Sys Eng Branch PJ CTL						New								
603	Code 603 PJ CTL														
630	SSDOO PJ CTL														
696	SOUNDING ROCKETS														
700-01	GPM PJ CTL					New									
700-02	PFO PJ CTL					New							Closed		
700-03	Constellation-X PJ CTL / Web					New/Rev									
703-01	NOO PJ CTL					New						Revised			
703-02	NOO Cost Est Sys (Ph 1)					New							Closed		
710	C-E Tech. Dev. Pgm.														
710-02	NTID PJ CTL														
740	Flight Instr Div PJ CTL		Revised			Revised									
740-01	GLAST PJ CTL				Revised					Revised					
740-03	PFO PJ CTL / Website						Closed								
740-04	STAAC Desktop Pub.				Closed										
740-06	Living With A Star						Closed								
740-13	PFO PC						Closed								
740-15	GLAST ACD Instr PJ CTL				New	Revised				Revised					
740-16	PFO Info Mgmt Sys Dev									New					
740-17	PFO Database Dev									New					
740-18	Server Ops and Admin Sppt											New			
740-19	MLA Instr PJ CTL												New		
860	Spartan PJ CTL									Closed					
860-02	Spartan PJ Off Video Sppt							Closed							
900-01	Project Control														
900-02	Project Control														
900-03	Project Control														
900-04	Project Control														
900-05	Project Control					Closed									
900-06	Project Control														
900-07	Project Control														
900-08	Project Control														
900-09	Project Control														
900-11	Project Control														
900-12	Project Control														
900-13	Project Control														
900-14	Project Control														
900-15	Project Control														
900-16	Travel Admin Sppt														
900-17	Global Change Data Center														
900-18	Sched Sppt for SLR2000 Proj					New									
900-19	Gen Bus Sppt to GPM Office							New							
New =		80	1	1	3	6	3	0	1	6	1	1	4	1	108
Revised =		20	4	2	3	4	0	0	0	4	1	1	6	2	47
Closed =		9	1	0	1	1	4	1	0	1	0	0	4	0	22
Active =		71													86
															Totals

Note 1 - Period 1 data has been hidden and appears only in summary form. The data can be unhidden for review.

Note 2 - Service Order 740 is a composite of 533s 740-07, 740-08, 740-09, 740-10, 740-11, 740-12, and 740-14.

SERVICE FORECAST
PERIOD 2, AMENDMENT 11

CONTRACT: NAS5-00047 PROGRAM ANALYSIS AND CONTROL
                                  (PAAC) CONTRACT

CONTRACTOR: QSS GROUP, INC.

PERFORMANCE PERIOD: JANUARY 1, 2001 THROUGH DECEMBER 31, 2001

THIS SERVICE FORECAST IS ISSUED PURSUANT TO CLAUSE H.7 "SERVICE FORECASTS
AND OPERATING PLANS" OF THE SUBJECT CONTRACT.

_____   NOVEMBER 15, 2001
CONTRACTING OFFICER   **DATE**

PAAC ID	Description	Per 1 End	Per 2 Amdt 1	Per 2 Amdt 2	Per 2 Amdt 3	Per 2 Amdt 4	Per 2 Amdt 5	Per 2 Amdt 6	Per 2 Amdt 7	Per 2 Amdt 8	Per 2 Amdt 9	Per 2 Amdt 10	Per 2 Amdt 11	Contract to Date
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900-16	Travel Admin Sppt													
900-17	Global Change Data Center													
900-18	Sched Sppt for SLR2000 Proj					New								
900-19	Gen Bus Sppt to GPM Office							New						
New =		80	1	1	3	6	3	0	1	6	1	1	4	107
Revised =		20	4	2	3	4	0	0	0	4	1	1	6	45
Closed =		9	1	0	1	1	4	1	0	1	0	0	4	22
Active =		71												85
														Totals

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

| Customer ID: 403-02 | Service Forecast Originator: Kellie Murray |
| Title: Project Support Website Committee | IST Leader: Bill Gallagher |

TECHNICAL REQUIREMENTS:

Performance Requirement 12 – General Business (QSS JCN: 3047-B26-39) (Boeing CCN: UAV 403 B2)

- Provide Subject Matter Experts (SMEs) in the Areas of General Business, Configuration Management, Planning & Scheduling, Library, and Data Management to develop documentation templates and identify representative documents that meet designated requirements.
- Assist SMEs in obtaining representative documents and templates for documents outside PAAC personnel's expertise (i.e. technical evaluations, instrument statements of work).
- Facilitate the gathering of documents for the website.
- Provide recommendations regarding the website design.
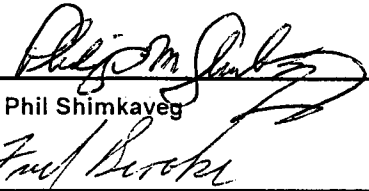
DELIVERY SCHEDULE:
- Schedules to facilitate the Committee's Activities
- CM Procedure Sample
- CM Procedure Template

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 428-01 Title: EOS Mission Operations Project Office (ESMO) Project Control	Service Forecast Originator: Phil Shimkaveg IST Leader: Fred Brooks

TECHNICAL REQUIREMENTS:

Performance Requirement 12 - General Business (QSS JCN: 3047-436-39) (Boeing CCN: UAV428B1)

- Interface with appropriate managers to collect data to prepare monthly and quarterly review packages.
- Property custodian maintaining NASA property records and conducting inventories as required.
- Provide support to the Project in developing the Project manpower and travel budget requirements.
- Telephone coordinator preparing required request forms and coordinating installations of phone instruments and LAN Connection.
- Prepare and modify drawings, flow charts, diagrams, schedules, and narrative charts for project presentation and reports.
- Process purchase requests (PRs), walk-through PRs if necessary, track progress on *Excel* spreadsheets and through the RAMIS system.
- Run the RAMIS reports for COMMITS, Obligations, Transactions, FACS report, Fiscal, Travel and Manpower reports.
- Process Small Purchase Requests in SPS/ASAP Systems.
- Support project POP activities, as required.
- Provide support to the project to meet GSFC ISO requirements.
- Provide additional administrative support, as required.

DELIVERABLES

- Status Project Status Reviews
- Status Monthly Status Review
- Status Quarterly Status Review

**PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing**

Customer ID: 460-01 Title: Solar Terrestrial Probe (STP) Project Control	Service Forecast Originator: Catherine Mikkelsen 10/19/01 IST Leader: Richie Weiss 10/19/01

TECHNICAL REQUIREMENTS:

Performance Requirement 4, 5, & 6 – Scheduling & Planning (QSS JCN: 3047-Q11-39 | Boeing CCN:UAV460S1)

• Support the development and integration of a set of spacecraft, instrument, and ground system schedules that support the initial start-up, procurement, development/integration, and delivery of the STP mission components. This shall include the generation and maintenance of corresponding milestone and Gantt charts to support budget formulations and periodic management reviews.

• Provide independent analysis of potential prime contractors proposed schedules verifying them for logic, reasonableness, and consistency. This shall include identifying weaknesses/inconsistencies and following up with the GSFC technical managers to resolve issues. Additionally, the contractor shall analyze any potential impacts as well as other potential implications for efficient management of STP missions by GSFC management.

• Support the generation of prime contractor schedule reporting requirements, work breakdown structures and ancillary project control documentation.

Performance Requirement 7, 8 – Configuration Mgmt (QSS JCN: 3047-Q12-39 | Boeing CCN:UAV460C1)

• Develop CM processes and procedures to accomplish the project CM plan and prepare CM audits.

• Maintain Configuration Control of the STP Project baseline documentation.

• Manage and coordinate the Configuration Change Control packages, schedule and implement all activities associated with the Configuration Control Board (CCB) reviews.

• Serve as CCB secretary responsible for generating the CCB minutes and distribution of approved change packages.

• Maintain the CM Status Accounting Database to track configuration change request (CCR) development, disposition and implementation.

Performance Requirement 9 – Management Information System (QSS JCN: 3047-Q13-39 | Boeing CCN: UAV460M1)

• Provide support as the STP Alternate IT Security Manager, to include:
  – Providing necessary documentation (i.e., Security Plan)
  – Attending Center meetings/training sessions
  – Responding to numerous monthly actions as required
  – Transferring necessary information to Program personnel

• Act as the Program web curator, to include:
  – Working closely with Program personnel to create a groundbreaking teaching/learning website (website creation will evolve over many years)
  – Writing HTML
  – Maintaining server
  – Performance of daily maintenance and interface functions
  – Posting information as required by program

    –   Providing expert input and guidance on web material.

Performance Requirement 10 – Documentation / Library (QSS JCN: 3047-Q14-39 | Boeing CCN: UAV460D1)

- Refer to deliverable products for technical performance requirements.

Performance Requirement 12 – General Business (QSS JCN: 3047-Q16-39 | Boeing CCN: UAV460B1)

- Logistically control project property and interface with GSFC Logistics Management Division personnel. Maintain database and inventory property for STP Project Personnel.
- Act as property custodian maintaining NASA property records and conducting inventories.
- Provide support for relocation of property, equipment, and telephones for all STP Project personnel relocation activities. Coordinate personnel moves.
- Provide support and assure proper maintenance for all building problems reported by STP Project personnel (i.e., telephone problems, furniture repair, blind repair, etc.).
- Establish and implement skill management and training for project control.
- Develop, maintain and control an automated financial system for STP Program Operating Plan (POP) submissions.
- Assist in the development of the automation of the STP monthly financial reporting.
- Analyze financial mission studies in relation to technical processes and schedule.
- Develop, implement and monitor complex administrative systems and guide institutional support efforts in such areas as outreach/education, IT support, graphics and Web page development.
- Analyze cost effectiveness studies and cost studies relating to anticipated technical problems and/or schedule slippages.
- Implement Program administrative policies and procedures.
- Serve as the Program training coordinator and Program public relations advisor.
- Initiate and/or attend and monitor the implementation of requirements resulting form regular or ad hoc meetings in all areas of responsibility. Serves as the STP Meeting/Review Coordinator.
- Develops and implements scheduling systems.
- Act as the Program Headquarters liaison.
- Prepare and modify drawings, flow charts, diagrams, and narrative charts for project presentation and reports.
- Interface with appropriate managers to collect data and prepare monthly and quarterly review packages
- Prepare technical text, perform technical editing, and document compilations and distribute documents.
- Collect technical data and coordinate, edit, and compile data into technical documents in accordance with STP and GSFC document preparation standards.
- Track documents in varying stages of release.
- Process change notices and revisions.

DELIVERY SCHEDULE:

Scheduling & Planning Deliverables -
- Spacecraft, instrument and ground systems schedules as well as corresponding milestones and Gantt charts.

General Business Deliverables -
- Complete audit of Code 460 Property
- PSR (monthly)
- MPSR (monthly)
- Quarterly Review
- Technical writing and editing functions, as required

Configuration Management Deliverables -
- Status CM Database and Distribution

- Coordinate CCB
- Prepare CCB meeting minutes

Management Information System Deliverables –

- STP IT Security Plan
- HTML products for loading onto web site

Documentation / Library Deliverables -

- Library Acquisition Report (monthly)
- Documents in Review Report (monthly)
- Contract Deliverable Metrics Chart (monthly)

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 460-02	Service Forecast Originator: Catherine Mikkelsen
Title: STP / TIMED	IST Leader: Richie Weiss

TECHNICAL REQUIREMENTS:

Performance Requirement 12 – General Business (QSS JCN: 3047-Q26-39 | Boeing CCN: UAV460B2)

Provide writing, graphics, editing, word processing, and proofreading services required for the Thermosphere-Ionosphere-Mesosphere Energetics and Dynamics (TIMED) Program and related documentation.

DELIVERY SCHEDULE:

- Written documents
- TIMED Project briefings
- Center Project Status Reviews, Monthly and NASA Headquarters Quarterlies, as required.

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 460-04 **Title: Solar Terrestrial Probe (STP) Outreach**	**Service Forecast Originator: Catherine Mikkelsen** **IST Leader: Richie Weiss**

TECHNICAL REQUIREMENTS:

Performance Requirement 12 – General Business (QSS: JCN: 3047-Q46-40) (Boeing CCN: UAV460B4)

- Assist in the development of an integrated Education and Outreach web site that encourages student involvement in journalism, art, science, math and technology and that also brings the science of the STP Missions to the classroom through an educator's design based on what is taught in the classroom.

  [The target audience for this outreach program will be Kindergarten through Grade 14 and the general public.]

DELIVERY SCHEDULE:

- Deliver products, on demand, for use on the Education and Outreach web site

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Catherine S. Mikkelsen

Customer ID: 460-05 Title: Solar Terrestrial Probe (STP) Budget Data Base	Service Forecast Originator: Catherine Mikkelsen *10/19/01* IST Leader: Richie Weiss *Review 10/19/01*

TECHNICAL REQUIREMENTS:

Performance Requirement 9 - Management Information Systems (QSS: JCN: 3047-Q53-39)
(Boeing CCN: UAV460M5)

- The contractor will develop a STP Budget Database for the purpose of developing POP budgets and Rephasing Plans. The system will use the MS ACCESS STP Database as a model and will add enhanced capabilities. Additionally, this system will capture actuals from the fiscal system for tracking variances and will save all Budgets and Plans for recall. The loading of actuals will become automated and will not require manual downloads from Brio. The loading of historical data will become simplified, allowing new projects to be added and loaded.

DELIVERY SCHEDULE:

PAAC CONTRACT
NAS5-00047
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QSS
Boeing

Customer ID: 460-07	Service Forecast Originator: Catherine Mikkelsen
Title: Solar Terrestrial Probe (STP) External Outreach	IST Leader: Richie Weiss

TECHNICAL REQUIREMENTS:

Performance Requirement 12 – General Business (QSS JCN: 3047-Q76-40 | Boeing CCN: UAV460B7)

- Provide new or improved outreach programming, communications and services that will help advance Solar Terrestrial Probes (STP) Program and Office of Space Science (OSS) missions in Science, Technology, Math and other subjects.
- Work with faculty, staff, students and communities at-large of different school districts in the nation to plan, develop and implement classroom curriculums.

DELIVERY SCHEDULE:

General Business Deliverables -
- Presentations, as required
- Classroom curricula initiation [Completion Date(s) to be determined]
- Educational seminars [Dates to be determined in conjunction with NASA and educational institutions]

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
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Customer ID: 460-09 **Title:** Living With a Star Project Control	**Service Forecast Originator:** Catherine Mikkelsen **IST Leader:** Richie Weiss

TECHNICAL REQUIREMENTS:

	Sched. & Plan.	CM	MIS	Doc./Lib.	Gen. Bus.
QSS JCNs:	3047-Q91-39	3047-Q92-39	3047-Q93-39	3047-Q94-39	3047-Q96-39
Boeing CCNs:	UAV460S9				UAV460B9

Performance Requirement 4, 5, & 6 - Scheduling and Planning

- Develop and maintain all mission schedules and develop an integrated scheduling system.
- Perform schedule analysis and forecast potential impacts to the Project management.
- Provide schedules, milestone charts, float/trend charts and critical path data for the Project reviews.
- Participate in hardware reviews and visit the hardware providers facility and validate their schedule process.
- Develop charts to provide management with immediate visibility of hardware schedule status.

Performance Requirement 7 & 8 - Configuration Management

- Maintain Configuration Control of the Project baseline documentation.
- Manage and coordinate the Configuration Change Control packages, schedule and implement all activities associated with the Configuration Control Board (CCB) reviews.
- PAAC CCB secretary responsible for generating the CCB minutes and distribution of approved change packages.
- Maintain the CM Status Accounting Data Base to track C&R development, disposition, and implementation.

Performance Requirement 9 - Management Information Systems

- Design, operate, and maintain Management Information Systems (MIS), including hardware, software, and local area networks, and conduct analyses of project data and breakdown/set-up project critical personal computer equipment for personnel that relocate.
- Design, develop, and maintain educational outreach web sites.
- Provide technical support for external organizations involved in outreach.
- Provide "Help Desk" service for troubleshooting, problem analysis/resolution, and training on MIS provided hardware, software, and database applications.
- Design and produce multi-media for educational web site.

Performance Requirement 10 - Documentation / Library

- Design, develop, and update systems for control, storage, and dissemination of all project technical and general correspondence documentation.
- Maintain computerized databases current for all Documentation/Library items.
- Develop and implement procedures, forms, and reports for maintenance for Documentation/Library status accounting.
- Provide Project management with reporting and statusing as a requirement.

Performance Requirement 12 - General Business

- Responsible for move coordination whenever elements of the Project are scheduled for moves or facilities modifications; these duties include:
    - Interfacing with Project to identify requirements
    - Prepare request forms for FMD mods and for moves
    - Phone and LAN installations
    - Overall logistic management
- Interface with appropriate managers to collect data to prepare monthly and quarterly review packages.
- Property custodian maintaining NASA property records and conducting inventories as required.
- Provide support to the Project in developing the Project manpower and travel budget requirements.
- Telephone coordinator preparing required request forms and coordinating installations of phone instruments and LAN Connection.
- Prepare and modify drawings, flow charts, diagrams, schedules, and narrative charts for project presentation and reports.

DELIVERABLES

- Status CM Data Base and Distribution
- Coordinate CCB
- Status Project Status Reviews
- Status Monthly Status Review
- Status Quarterly Status Review

Other deliverables that occur on a monthly basis as a result of the status accounting cycle, as well as items on an ad hoc basis include:

- Configuration Control Board (CCB) Minutes
- Configuration Change Request (CCR) Status Report
- Open CCR Status Report
- Action Item List

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SERVICE FORECAST / SERVICE ORDER PLAN
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Boeing

Customer ID: 460-10 Title: Living With a Star Project Office Support	Service Forecast Originator: Catherine Mikkelsen *10/19/01* IST Leader: Richie Weiss *10/19/01*

TECHNICAL REQUIREMENTS:

Performance Requirement 4, 5, & 6 – Scheduling & Planning (QSS JCN: 3047-QA1-39 | Boeing CCN:UAV460SA)

• Support the development and integration of a set of spacecraft, instrument, and ground system schedules that support the initial start-up, procurement, development/integration, and delivery of the LWS mission components. This shall include the generation and maintenance of corresponding milestone and Gantt charts to support budget formulations and periodic management reviews.

• Provide independent analysis of potential prime contractors proposed schedules verifying them for logic, reasonableness, and consistency. This shall include identifying weaknesses/inconsistencies and following up with the GSFC technical managers to resolve issues. Additionally, the contractor shall analyze any potential impacts as well as other potential implications for efficient management of LWS missions by GSFC management.

• Support the generation of prime contractor schedule reporting requirements, work breakdown structures and ancillary project control documentation.

Performance Requirement 7, 8 – Configuration Mgmt (QSS JCN: 3047-QA2-39| Boeing CCN:UAV460CA)

• Develop CM processes and procedures to accomplish the project CM plan and prepare CM audits.

• Maintain Configuration Control of the LWS Project baseline documentation.

• Manage and coordinate the Configuration Change Control packages, schedule and implement all activities associated with the Configuration Control Board (CCB) reviews.

• Serve as CCB secretary responsible for generating the CCB minutes and distribution of approved change packages.

• Maintain the CM Status Accounting Database to track configuration change request (CCR) development, disposition and implementation.

Performance Requirement 9 – Management Info. Sys (QSS JCN: 3047-QA3-39 | Boeing CCN: UAV460MA)
• Provide support as the LWS Alternate IT Security Manager, to include:
  – Providing necessary documentation (i.e., Security Plan)
  – Attending Center meetings/training sessions
  – Responding to numerous monthly actions as required
  – Transferring necessary information to Program personnel

• Act as the Program web curator, to include:
  – Work with Program personnel to create a teaching/learning website
  – Writing HTML
  – Maintaining server
  – · Performance of daily maintenance and interface functions
  – Posting information as required by program
  – Providing expert input and guidance on web material.

Performance Requirement 10 – Documentation / Library (QSS JCN: 3047-QA4-39 | Boeing CCN: UAV460DA)
  • Refer to deliverable products for technical performance requirements.

Performance Requirement 12 – General Business (QSS JCN: 3047-QA6-39 | Boeing CCN: UAV460BA)
- Logistically control project property and interface with GSFC Logistics Management Division personnel. Maintain database and inventory property for LWS Project Personnel.
- Act as property custodian maintaining NASA property records and conducting inventories.
- Provide support for relocation of property, equipment, and telephones for all LWS Project personnel relocation activities. Coordinate personnel moves.
- Provide support and assure proper maintenance for all building problems reported by LWS Project personnel (i.e., telephone problems, furniture repair, blind repair, etc.).
- Establish and implement skill management and training for project control.
- Develop, maintain and control an automated financial system for LWS Program Operating Plan (POP) submissions.
- Assist in the development of the automation of the LWS monthly financial reporting.
- Analyze financial mission studies in relation to technical processes and schedule.
- Develop, implement and monitor complex administrative systems and guide institutional support efforts in such areas as outreach/education, IT support, graphics and Web page development.
- Analyze cost effectiveness studies and cost studies relating to anticipated technical problems and/or schedule slippages.
- Implement Program administrative policies and procedures.
- Serve as the Program training coordinator and Program public relations advisor.
- Initiate and/or attend and monitor the implementation of requirements resulting form regular or ad hoc meetings in all areas of responsibility. Serves as the LWS Meeting/Review Coordinator.
- Develops and implements scheduling systems.
- Act as the Program Headquarters liaison.
- Prepare and modify drawings, flow charts, diagrams, and narrative charts for project presentation and reports.
- Interface with appropriate managers to collect data and prepare monthly and quarterly review packages
- Prepare technical text, perform technical editing, and document compilations and distribute documents.
- Collect technical data and coordinate, edit, and compile data into technical documents in accordance with LWS and GSFC document preparation standards.
- Track documents in varying stages of release.
- Process change notices and revisions.

DELIVERY SCHEDULE:

Scheduling & Planning Deliverables -
  • Spacecraft, instrument and ground systems schedules as well as corresponding milestones and Gantt charts.

Configuration Management Deliverables -
  • Status CM Database and Distribution
  • Coordinate CCB
  • Prepare CCB meeting minutes

Management Information System Deliverables –
  • LWS IT Security Plan
  • HTML products for loading onto web site

Documentation / Library Deliverables -
  • Library Acquisition Report (monthly)
  • Documents in Review Report (monthly)

- Contract Deliverable Metrics Chart (monthly)

General Business Deliverables -
- PSR (monthly)
- MPSR (monthly)
- Quarterly Review
- Technical writing and editing functions, as required

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 740-19 Title: MLA Instrument Project Control	Service Forecast Originator: Ed Amatucci IST Leader: Richie Weiss/Walt Majerowicz

TECHNICAL REQUIREMENTS:

Performance Requirement 4, 5, & 6 — Scheduling & Planning (QSS JCN: 3047-7T1-39 | Boeing CCN:UAV740SK)

- The contractor will provided support in the development of the Project required schedules using MS Project software.
- Additional project support, as needed.

DELIVERY SCHEDULE:

- Baseline MLA Schedule (30 November 2001)
- Monthly schedule update (each month at mid-month)
- Management Milestone charts – (monthly)

NOTE: Customer can terminate support as necessary.

SERVICE FORECAST
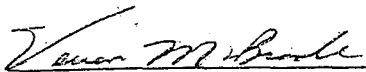# PERIOD 2, AMENDMENT 10

CONTRACT: NAS5-00047 PROGRAM ANALYSIS AND CONTROL
                                 (PAAC) CONTRACT

CONTRACTOR: QSS GROUP, INC.

PERFORMANCE PERIOD: JANUARY 1, 2001 THROUGH DECEMBER 31, 2001

THIS SERVICE FORECAST IS ISSUED PURSUANT TO CLAUSE H.7 "SERVICE FORECASTS
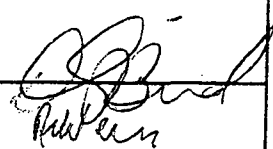AND OPERATING PLANS" OF THE SUBJECT CONTRACT.

_____   OCTOBER 15, 2001
CONTRACTING OFFICER   DATE

PAAC ID	Description	Per 1 End	Per 2 Amdt 1	Per 2 Amdt 2	Per 2 Amdt 3	Per 2 Amdt 4	Per 2 Amdt 5	Per 2 Amdt 6	Per 2 Amdt 7	Per 2 Amdt 8	Per 2 Amdt 9	Per 2 Amdt 10	Contract to Date
101	Code 101 PJ CTL												
101-02	International Travel									New			
110	OHR PJ CTL												
114	OHR Training PJ CTL												
151-01	FMD Accounting												
151-03	IFMP Accting Backfill												
155-01	HQ Accounting												
201-02	Inst. Support Off. Accounting									New			
300	OFA PJ CTL												
401-01	KSC Field Office PJ CTL												
401-02	MIO												
403	FPRO PJ CTL		Revised										
410	EXP PJ CTL		Revised			Revised						Revised	
415-01	GOES PJ CTL												
415-02	GOES N-O PJ CTL												
415-03	GOES-R PJ CTL									New			
420	EOS-G PJ CTL			Revised	Revised								
420-02	EOS-G Outreach				New								
422	EOS PM PJ CTL				Revised								
422-02	EOS PM Outreach				New								
423	ESDIS PJ CTL												
424	EOS CHEM PJ CTL												
425	ICESat PJ CTL		Revised										
425-02	ICESat/GLAS		New										
429	NPP PJ CTL												
440	HST PJ CTL												
442	HST FS&S PJ CTL												
443	NGST PJ CTL												
444	SSMO PJ CTL												
450	MSPO PJ CTL												
451	Space Network Project Web												
454	TDRS PJ CTL												
456	Rapid S/C DEV. PJ CTL												
460-01	STP PJ CTL												
460-02	STP/TIMED												
460-04	STP Outreach												
460-05	STP Budget Data Base												
460-06	STP Scheduling												
460-07	STP External Outreach												
460-08	STP CM												
460-09	Living With a Star PJ CTL					New							
470	ESSPO PJ CTL												
473	AEAP		Canceled										
474	TRIANA PJ CTL												
480	POES PJ CTL												
480-02	EUMETSAT Sched Sppt									New			
490	New Millenium EO-1, LISA and ST7			Revised						Revised			
495	ST5 PJ CTL									Revised			
500	Website Sppt to AETD BMO			New			Canceled						
501	Website Sppt to AETD BMO						New						
541	Mat Eng Branch PJ CTL												
543-01	ASTRO E-2 CM										New		
551	Optics Branch PJ CTL												
571	GN&C Sys Eng Branch PJ CTL						New						
603	Code 603 PJ CTL												
630	SSDOO PJ CTL												
696	SOUNDING ROCKETS												
700-01	GPM PJ CTL					New							
700-02	PFO PJ CTL					New							
700-03	Constellation-X PJ CTL / Web					New/Rev							
703-01	NOD PJ CTL					New					Revised		
703-02	NOD Cost Est Sys (Ph 1)					New							
710	C-E Tech. Dev. Ppm.												
710-02	NTID PJ CTL												
740	Flight Instr Div PJ CTL		Revised			Revised							
740-01	GLAST PJ CTL				Revised					Revised			
740-03	PFO PJ CTL / Website						Canceled						
740-04	STAAC Desktop Pub.				Canceled								
740-06	Living With A Star						Canceled						
740-13	PFO PC						Canceled						
740-15	GLAST ACD Instr PJ CTL					New	Revised			Revised			
740-16	PFO Info Mgmt Sys Dev									New			
740-17	PFO Database Dev									New			
740-18	Server Ops and Admin Sppt											New	
860	Spartan PJ CTL									Canceled			
860-02	Spartan PJ Off Video Sppt						Canceled						
900-01	Project Control												
900-02	Project Control												
900-03	Project Control												
900-04	Project Control												
900-05	Project Control					Canceled							
900-06	Project Control												
900-07	Project Control												
900-08	Project Control												
900-09	Project Control												
900-11	Project Control												
900-12	Project Control												
900-13	Project Control												
900-14	Project Control												
900-15	Project Control												
900-16	Travel Admin Sppt												
900-17	Global Change Data Center												
900-18	Sched Sppt for SLR2000 Proj						New						
900-19	Gen Bus Sppt to GPM Office								New				
New =		80	1	1	3	6	3	0	1	6	1	1	103
Revised =		20	4	2	3	4	0	0	0	4	1	1	39
Cancelled =		9	1	0	1	1	4	1	0	1	0	0	18
Active =		71											85
													Totals

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

| Customer ID: 410 | Service Forecast Originator: Donna Bird |
| Title: Explorers Project Control | IST Leader: Richie Weiss |

TECHNICAL REQUIREMENTS:

QSS JCNs:	Sched. & Plan.	Config. Mgmt.	Gen. Business
Explorers Program	3047-C11-39		3047-C16-39
MAP	3047-C21-39		3047-C26-39
Image	3047-C31-39		3047-C36-39
FAME	3047-C41-39		3047-C46-39
GALEX / HESSI	3047-C51-39		3047-C56-39
SWIFT	3047-C61-39	3047-C62-39	3047-C66-39
TWINS	3047-C71-39		3047-C76-39
UNEX	3047-C81-39		3047-C86-39
Astro E2	3047-C91-39		3047-C96-39

Boeing CCNs:			
Explorers Program	UAV410S1		UAV410B1
MAP	UAV410S2		UAV410B2
Image	UAV410S3		UAV410B3
FAME	UAV410S4		UAV410B4
GALEX / HESSI	UAV410S5		UAV410B5
SWIFT	UAV410S6		UAV410B6
TWINS	UAV410S7		UAV410B7
UNEX	UAV410S8		UAV410B8
Astro E2	UAV410S9		UAB410B9

Performance Requirement 4, 5 & 6 – Scheduling and Planning

- Determine and recommend processes required to provide responses and data for various Center management and institutional reporting functions. Identify, develop, implement, and keep current all project control activities.
- Plan and schedule developmental space projects.
- Analyze developmental project status against Center commitments.

Performance Requirement 7 – Configuration Management

- Maintain configuration control of project baseline documentation.
- Design, implement audit, and populate/update a complete Configuration Management System.
- Manage and coordinate configuration change control packages, schedule and implement all activities associated with Configuration Control Board (CCB) reviews.
- Serve as CCB Administrator; develop CCB minutes and distribute these and approved change packages.
- Maintain the CM status accounting database to track CCR development, disposition, and implementation.
- Perform required configuration control activities including coordinating change activities.

Performance Requirement 9 – Management Information Systems

- Design, operate, and maintain Management Information Systems (MIS), including hardware, software, and local area networks, and conduct analyses of project data and move project critical personal computer equipment for personnel that relocate.

- Design, develop, and maintain work and process accounting systems that permit control of all project work in process.
- Design, develop, implement, and maintain systems for project management and project control.

Performance Requirement 10 – Documentation / Library

- Develop and update systems for control, storage and dissemination of all project documentation.

Performance Requirement 12 – General Business

- Logistically control project property and interface with GSFC Logistics Management Division personnel.
- Create and maintain project inventory control records database.
- Coordinate personnel moves.
- Prepare/modify data, drawings, flowcharts, diagrams, schedules and narrative charts for project/customer presentations and reports.
- Prepare technical text, perform technical editing and document compilations and document distribution.
- Provide additional administrative support as required to support emerging project administrative requirements.

DELIVERY SCHEDULE:

Scheduling and Planning -
• Monthly Schedule Status

Configuration Management -
• CCB packages and CCB review meeting minutes.

Management Information Systems -
• On demand

Documentation / Library -
• Complete integration of SMEX drawings and documentation into Explorers Library
• Documents Received Reports (monthly and periodic)

General Business -
• Project Inventory Control Records Database
• Pre-MSR
• Presentation Materials

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 740-18 Title: Server Operations and Administrative Support	Service Forecast Originator: Cecilla Czarnecki IST Leader: Fred Brooks

TECHNICAL REQUIREMENTS:

Performance Requirement 9 - Management Information Systems (QSS JCN: 3047-7S3-39)

- The contractor shall provide server operations and administrative support functions for the servers listed below. The server operations and administrative support functions provided by the contractor shall comply with NASA 2810. The contractor shall provide transition support as the servers are distributed to new organizations during a reorganization period. The contractor shall also provide operations and administrative support to Directorate servers requiring support during the absence of the assigned administrator. An identification and descriptions of the servers to be supported by the contractor as well as specific functions to be provided in support of specific servers are as follows:

Instra2 server: A Solaris 7 server running Oracle and Apache that contains data for many instruments including IRAC, GLAS, GLAST, XDS, ICESAT. The contractor shall be responsible for backups, user accounts, patches and interfacing with the CM personnel and the DBA for this server.

STAACSUN: A Solaris 7 server running SLATE for the GPM group. The contractor shall be responsible for day-to-day operations including backups, permissions and user accounts.

Access To Space: A high profile web server (NT 4 running IIS) with a Nokia Firewall appliance running Checkpoint.

Space Station: A web server running NT 4 (IIS) and Black Ice Defender for firewall security. The contractor shall be responsible for desktop support for the three personnel who comprise this group.

SED: A file and web server (NT 4, IIS) used by Code 730 to share and backup files and for hosting web pages for Carstad, Techdata, and Doorsnet for GLAST.

Clipart293: A file, web, FileMaker and mail server (AppleShare IP 6.3) This server provides space serving the graphic artist community, FileMaker Pro databases for IRAC, a mailing list for the graphic artist community, and it also provides authentication for some Macintosh desktops.

OSXSERVER: A web, file and QuickTime Streaming server (OS X Server 2.0) that provides access to Macintosh software and the ability to steam QuickTime movies.

GSFC-STAAC: A file server and print server for Code 700, wins server for both Code 500 and Code 700 (NT 4).

STAAC-Mail: A mail and backup server (NT 4) containing approximately 150 accounts within Code 700 using mail server (server also running anti-virus software for email scanning), also backing up other servers and users with Backup Exec.

STAACSERVE: A main user file and print server for Code 700 (Windows 2000), also running an action item tracking database with mySQL and Apache.

STAACSHARE: A server for in-house projects for graphic artists (Windows 2000), also eventual successor server to GSFC-STAAC.

STAACCDR: A Macintosh backup server, a CD burner and an anonymous ftp server. Computer used to run Retrospect to back up users' Macintosh computers, create cross-platform distributable CDs and provide a small share point for file exchange.

STAAC-PDC: The Domain Controller for the STAAC Domain, authenticating approximately 300 users (NT 4).

DELIVERABLES

PERIOD OF PERFORMANCE:
1 October 2001 through 31 December 2001.

SERVICE FORECAST
PERIOD 2, AMENDMENT 9

CONTRACT: NAS5-00047 PROGRAM ANALYSIS AND CONTROL
                             (PAAC) CONTRACT

CONTRACTOR: QSS GROUP, INC.

PERFORMANCE PERIOD: JANUARY 1, 2001 THROUGH DECEMBER 31, 2001

THIS SERVICE FORECAST IS ISSUED PURSUANT TO CLAUSE H.7 "SERVICE FORECASTS
AND OPERATING PLANS" OF THE SUBJECT CONTRACT.

_____   9/15/01
CONTRACTING OFFICER   DATE

PAAC	Description	Per 1 End	Per 2 Amdt 1	Per 2 Amdt 2	Per 2 Amdt 3	Per 2 Amdt 4	Per 2 Amdt 5	Per 2 Amdt 6	Per 2 Amdt 7	Per 2 Amdt 8	Per 2 Amdt 9	Contract to Date
101	Code 101 PJ CTL											
101-02	International Travel									New		
110	OHR PJ CTL											
114	OHR Training PJ CTL											
151-01	FMD Accounting											
151-03	IFMP Accting Backfill											
155-01	HQ Accounting											
201-02	Inst. Support Off. Accounting									New		
300	OFA PJ CTL											
401-01	KSC Field Office PJ CTL											
401-02	MIO											
403	FPRO PJ CTL		Revised									
410	EXP PJ CTL		Revised			Revised						
415-01	GOES PJ CTL											
415-02	GOES N-Q PJ CTL											
415-03	GOES-R PJ CTL									New		
420	EOS-G PJ CTL			Revised	Revised							
420-02	EOS-G Outreach				New							
422	EOS PM PJ CTL				Revised							
422-02	EOS PM Outreach				New							
423	ESDIS PJ CTL											
424	EOS CHEM PJ CTL											
425	ICESat PJ CTL		Revised									
425-02	ICESaVGLAS		New									
429	NPP PJ CTL											
440	HST PJ CTL											
442	HST FS&S PJ CTL											
443	NGST PJ CTL											
444	SSMO PJ CTL											
450	MSPO PJ CTL											
451	Space Network Project Web											
454	TDRS PJ CTL											
456	Rapid S/C DEV. PJ CTL											
460-01	STP PJ CTL											
460-02	STP/TIMED											
460-04	STP Outreach											
460-05	STP Budget Data Base											
460-06	STP Scheduling											
460-07	STP External Outreach											
460-08	STP CM											
460-09	Living With a Star PJ CTL					New						
470	ESSPO PJ CTL											
473	AEAP		Cancelled									
474	TRIANA PJ CTL											
480	POES PJ CTL											
480-02	EUMETSAT Sched Sppt									New		
490	New Millenium EO-1, LISA and ST7			Revised						Revised		
495	ST5 PJ CTL									Revised		
500	Website Sppt to AETD BMO			New			Cancelled					
501	Website Sppt to AETD BMO						New					
541	Mat Eng Branch PJ CTL											
543-01	ASTRO E-2 CM										New	
551	Optics Branch PJ CTL											
571	GN&C Sys Eng Branch PJ CTL						New					
603	Code 603 PJ CTL											
630	SSDOO PJ CTL											
696	SOUNDING ROCKETS											
700-01	GPM PJ CTL					New						
700-02	PFO PJ CTL					New						
700-03	Constellation-X PJ CTL / Web					New/Rev						
703-01	NOO PJ CTL					New					Revised	
703-02	NOO Cost Est Sys (Ph 1)					New						
710	C-E Tech. Dev. Pgm.											
710-02	NTID PJ CTL											
740	Flight Instr Div PJ CTL		Revised			Revised						
740-01	GLAST PJ CTL				Revised					Revised		
740-03	PFO PJ CTL / Website						Cancelled					
740-04	STAAC Desktop Pub.				Cancelled							
740-06	Living With A Star						Cancelled					
740-13	PFO PC						Cancelled					
740-15	GLAST ACD Instr PJ CTL				New	Revised				Revised		
740-16	PFO Info Mgmt Sys Dev									New		
740-17	PFO Database Dev									New		
860	Spartan PJ CTL									Cancelled		
860-02	Spartan PJ Off Video Sppt						Cancelled					
900-01	Project Control											
900-02	Project Control											
900-03	Project Control											
900-04	Project Control											
900-05	Project Control					Cancelled						
900-06	Project Control											
900-07	Project Control											
900-08	Project Control											
900-09	Project Control											
900-11	Project Control											
900-12	Project Control											
900-13	Project Control											
900-14	Project Control											
900-15	Project Control											
900-16	Travel Admin Sppt											
900-17	Global Change Data Center											
900-18	Sched Sppt for SLR2000 Proj						New					
900-19	Gen Bus Sppt to GPM Office								New			
New =		80	1	1	3	6	3	0	1	6	1	102
Revised =		20	4	2	3	4	0	0	0	4	1	38
Cancelled =		9	1	0	1	1	4	1	0	1	0	18
Active =		71										84
												Totals

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer Number:	543-01	Service Forecast Originator: Joe Generie
Title:	ASTRO E-2 Configuration Management	IST Leader: Bill Gallagher

TECHNICAL REQUIREMENTS:

Performance Requirements 7 & 8 – Configuration Management   QSS JCN 3047-552-39

- Release drawings
- Control drawings and associated changes
- Make copies of drawings for distribution
- Process engineering orders
- Ensure engineering orders are correctly incorporated into drawings
- Facilitate work order authorization process
- Process and release procedures

Delivery Schedule:

- Status Accounting Reports, as required
- Meeting Agenda and Minutes, as required

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 703-01	Service Forecast Originator: Jackie Fiora
Title: New Opportunities Office Project Control	IST Leader: Richie Weiss

TECHNICAL REQUIREMENTS:

Performance Requirement 4, 5, & 6 - Scheduling and Planning | QSS JCN: 3047-7L1-39 | Boeing CCN: UAV 703 S1

- Develop and maintain instrument and spacecraft schedules and develop an integrated scheduling system.
- Perform schedule analysis and forecast potential impacts to the Project management.
- Provide schedules, milestone charts, float/trend charts and critical path data for the Project reviews.
- Participate in hardware reviews and visit the hardware providers facility and validate their schedule process.
- Develop charts to provide management with immediate visibility of hardware schedule status.

Performance Requirement 12 - General Business |QSS JCN: 3047-7L6-39 | Boeing CCN: UAV 703 B1

- Maintain Configuration Control of the Project baseline documentation.
- Manage and coordinate the Configuration Change Control packages, schedule and implement all activities associated with the Configuration Control Board (CCB) reviews.
- PAAC CCB secretary responsible for generating the CCB minutes and distribution of approved change packages.
- Maintain the CM Status Accounting Data Base to track C&R development, disposition, and implementation.
- Design, operate, and maintain Management Information Systems (MIS), including hardware, software, and local area networks, and conduct analyses of project data and breakdown/set-up project critical personal computer equipment for personnel that relocate.
- Design, develop, and maintain educational outreach web sites.
- Provide technical support for external organizations involved in outreach.
- Provide "Help Desk" service for troubleshooting, problem analysis/resolution, and training on MIS provided hardware, software, and database applications.
- Design and produce multi-media for educational web site.
- Provide liaison to ODIN services.
- Design, develop, and update systems for control, storage, and dissemination of all project technical and general correspondence documentation.
- Maintain computerized databases current for all Documentation/Library items.
- Develop and implement procedures, forms, and reports for maintenance for Documentation/Library status accounting.
- Provide Project management with reporting and statusing as a requirement.
- Responsible for move coordination whenever elements of the Project are scheduled for moves or facilities modifications; these duties include:
  - Interfacing with Project to identify requirements
  - Prepare request forms for FMD mods and for moves
  - Phone and LAN installations
  - Overall logistic management
- Interface with appropriate managers to collect data to prepare monthly and quarterly review packages.
- Property custodian maintaining NASA property records and conducting inventories as required.

- Provide support to the Project in developing the Project manpower and travel budget requirements.
- Participate in the development and facilitation of an automated budget process.
- Facilitate workshops.
- Telephone coordinator preparing required request forms and coordinating installations of phone instruments and LAN Connection.
- Prepare and modify drawings, flow charts, diagrams, schedules, and narrative charts for project presentation and reports.
- Facilitate an Outreach program.

DELIVERABLES

- Status CM Data Base and Distribution
- Coordinate CCB
- Status Project Status Reviews
- Status Monthly Status Review
- Status Quarterly Status Review
- Schedules, analyses, forecasts, milestone/float/trend charts and critical path data, as required.

Other deliverables that occur on a monthly basis as a result of the status accounting cycle, as well as items on an ad hoc basis include:
- Configuration Control Board (CCB) Minutes
- Configuration Change Request (CCR) Status Report
- Open CCR Status Report
- Action Item List

SERVICE FORECAST
PERIOD 2, AMENDMENT 8

CONTRACT: NAS5-00047 PROGRAM ANALYSIS AND CONTROL
(PAAC) CONTRACT

CONTRACTOR: QSS GROUP, INC.

PERFORMANCE PERIOD: JANUARY 1, 2001 THROUGH DECEMBER 31, 2001

THIS SERVICE FORECAST IS ISSUED PURSUANT TO CLAUSE H.7 "SERVICE FORECASTS AND OPERATING PLANS" OF THE SUBJECT CONTRACT.

_____   8/16/01
CONTRACTING OFFICER   **DATE**

PAAC Contract NAS5-00047
SERVICE FORECAST

PAAC ID	Description	Per 1 End	Per 2 Amdt 1	Per 2 Amdt 2	Per 2 Amdt 3	Per 2 Amdt 4	Per 2 Amdt 5	Per 2 Amdt 6	Per 2 Amdt 7	Per 2 Amdt 8	Contract to Date
101	Code 101 PJ CTL										
101-02	International Travel									New	
110	OHR PJ CTL										
114	OHR Training PJ CTL										
151-01	FMD Accounting										
151-03	IFMP Accting Backfill										
155-01	HQ Accounting										
201-02	Inst. Support Off. Accounting									New	
300	OFA PJ CTL										
401-01	KSC Field Office PJ CTL										
401-02	MIO										
403	FPRO PJ CTL		Revised								
410	EXP PJ CTL		Revised			Revised					
415-01	GOES PJ CTL										
415-02	GOES N-O PJ CTL										
415-03	GOES-R PJ CTL									New	
420	EOS-G PJ CTL			Revised	Revised						
420-02	EOS-G Outreach				New						
422	EOS PM PJ CTL				Revised						
422-02	EOS PM Outreach				New						
423	ESDIS PJ CTL										
424	EOS CHEM PJ CTL										
425	ICESat PJ CTL		Revised								
425-02	ICESat/GLAS		New								
429	NPP PJ CTL										
440	HST PJ CTL										
442	HST FS&S PJ CTL										
443	NGST PJ CTL										
444	SSMO PJ CTL										
450	MSPO PJ CTL										
451	Space Network Project Web										
454	TDRS PJ CTL										
456	Rapid S/C DEV. PJ CTL										
460-01	STP PJ CTL										
460-02	STP/TIMED										
460-04	STP Outreach										
460-05	STP Budget Data Base										
460-06	STP Scheduling										
460-07	STP External Outreach										
460-08	STP CM										
460-09	Living With a Star PJ CTL					New					
470	ESSPO PJ CTL										
473	AEAP		Cancelled								
474	TRIANA PJ CTL										
480	POES PJ CTL										
480-02	EUMETSAT Sched Sppt									New	
490	New Millenium EO-1, LISA and ST7			Revised						Revised	
495	ST5 PJ CTL									Revised	
500	Website Sppt to AETD BMO			New			Cancelled				
501	Website Sppt to AETD BMO						New				
541	Mat Eng Branch PJ CTL										
551	Optics Branch PJ CTL										
571	GN&C Sys Eng Branch PJ CTL						New				
603	Code 603 PJ CTL										
630	SSDOO PJ CTL										
696	SOUNDING ROCKETS										
700-01	GPM PJ CTL					New					
700-02	PFO PJ CTL					New					
700-03	Constellation-X PJ CTL / Web					New/Rev					
703-01	NOO PJ CTL					New					
703-02	NOO Cost Est Sys (Ph 1)					New					
710	C-E Tech. Dev. Pgm.										
710-02	NTPIO PJ CTL										
740	Flight Instr Div PJ CTL		Revised			Revised					
740-01	GLAST PJ CTL				Revised					Revised	
740-03	PFO PJ CTL / Website						Cancelled				
740-04	STAAC Desktop Pub.				Cancelled						
740-06	Living With A Star						Cancelled				
740-13	PFO PC						Cancelled				
740-15	GLAST ACD Instr PJ CTL				New	Revised				Revised	
740-16	PFO Info Mgmt Sys Dev									New	
740-17	PFO Database Dev									New	
860	Spartan PJ CTL									Cancelled	
860-02	Spartan PJ Off Video Sppt							Cancelled			
900-01	Project Control										
900-02	Project Control										
900-03	Project Control										
900-04	Project Control										
900-05	Project Control					Cancelled					
900-06	Project Control										
900-07	Project Control										
900-08	Project Control										
900-09	Project Control										
900-11	Project Control										
900-12	Project Control										
900-13	Project Control										
900-14	Project Control										
900-15	Project Control										
900-16	Travel Admin Sppt										
900-17	Global Change Data Center										
900-18	Sched Sppt for SLR2000 Proj						New				
900-19	Gen Bus Sppt to GPM Office								New		
New =		80	1	1	3	6	3	0	1	6	101
Revised =		20	4	2	3	4	0	0	0	4	37
Cancelled =		9	1	0	1	1	4	1	0	1	18
Active =		71									83
											Totals

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 101-02	Service Forecast Originator: Gale Fleming
Title: International Travel	IST Leader: Barbara Parmenter

TECHNICAL REQUIREMENTS:

<u>Performance Requirement 11 – General Business:</u> (QSS: JCN: 3047-196-39) (Boeing CCN: UAV 101 B2)

Provide General Business to the GSFC International Travel Office (Code 100) in the following areas:

- Processing international travel orders to include necessary approvals and coordination with Center management, NASA HQ and the State Department.

- Provide assistance to travelers by addressing questions of policy and procedures related to international travel.

- Maintains files, correspondence and other items related to international travel and visitors by foreign nationals.

- Maintains status of actions and visitors in electronic tracking systems.

- Provides support to the International Coordinator in processing requests for foreign visitors to GSFC.

- Provides assistance to Center "hosts" in the processes and procedures related to visits by foreign nationals and those representing foreign organizations or governments.

Provide the following knowledge/abilities:

- Ability to work independently on tasks and provide follow-up support to ensure accurate and timely completion of actions.

- Ability to maintain organization while working several work processes more or less concurrently.

- Must have customer service attitude and be able to interface with all levels of employees, including supervisors and management, in order to meet customers' needs.

- Ability to learn and interpret international travel regulations.

- Ability to analyze data and apply analytical skills to solve problems.

- Ability to use basic Microsoft office products, such as work and excel and to perform database entry including web-based applications.

PAAC CONTRACT **NAS5-00047** **SERVICE FORECAST / SERVICE ORDER PLAN** ***QSS*** **Boeing**	
Customer ID: 201-02 **Title: Institutional Support Office Accounting**	**Service Forecast Originator: Gwen Boyd** **IST Leader: Barbara Parmenter**

TECHNICAL REQUIREMENTS:

Performance Requirement 11 – General Accounting: (QSS: JCN: 3047-225-39) (Boeing CCN: UAV201A2)

Provide General Accounting to the GSFC Institutional Support Office (Code 201) in the following areas:
- Gather, assemble, and analyze data from the GSFC Federal Cash Transaction Report (SF272) and other reports as provided by the GSFC Accounting Office.
- Perform data input into the On-line Cost Accrual System (OLCAS) as determined from analysis.
- Demonstrate proficiency at MS Office with emphasis on Excel. Excel will be used to organize individual grants to be accrued in the GSFC OLCAS.
- Demonstrate knowledge of GSFC fiscal data and terminology (i.e., commitments and obligations).
- Obtain guidance from the team leader of the NASA Headquarters Grants Administration Office.
- Develop strategies and make recommendations to the team leader, while handling problems and deviations in accordance with instructions and policies.
- Obtain from the team leader definition of objectives, priorities, and deadlines.
- Demonstrate eligibility (i.e., have the employment status which will allow) to gain immediate access to GSFC fiscal data bases.
- Prepare comprehensive reports/files when service order is completed for use during the following year's accrual process.

DELIVERY SCHEDULE:

- Comprehensive end-of-service order reports/files-September 25, 2001

PAAC CONTRACT
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SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Catherine S. Mukhula
Catherine S.

Customer Number: 415-03	Service Forecast Originator: Katie Mikkelsen,
Title: GOES-R Project Control	IST Leader: Richie Weiss *Weiss*

TECHNICAL REQUIREMENTS:

Performance Requirement 9 – Management Information Systems (QSS JCN: 3047-D33-39)

- Design, implement and maintain a password-protected project intranet system (web pages) for access and use by project personnel.
- Establish and maintain a project library and serve as the project librarian.
- Evaluate and/or develop and maintain the various automated systems (project calendars, scheduling systems, etc.) that will used to support project administrative activities.
- Provide support to project personnel in automation matters such as software installation and by serving as the project interface/liaison to ODIN.

DELIVERY SCHEDULE:

PAAC CONTRACT
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SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 480-02	Service Forecast Originator: Pat Dunn
Title: EUMETSAT Schedule Support	IST Leader: Richie Weiss

TECHNICAL REQUIREMENTS:

Performance Requirement 4, 5, & 6 – Scheduling & Planning (QSS JCN: 3047-U21-39 Boeing CCN: UAV480S2)

- Support to EUMETSAT (European Metsat). The contractor will provide planning and scheduling support to the Meteorological Operations (METOP) test program. The effort will entail the contractor's review of ITT financial and schedule data.

Performance Requirement 12 - General Business

- Interface with Project to identify requirements.
- Interface with appropriate managers to collect data to support preparation of documentation.
- As required and as directed, prepare project presentation and reports.

DELIVERY SCHEDULE:

PAAC CONTRACT
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SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 490	Service Forecast Originator: Dorothy Tiffany
Title: New Millennium EO-1, LISA and ST7	IST Leader: Bill Gallagher *Dorothy Tiffany*

TECHNICAL REQUIREMENTS:

Performance Requirement 6: Scheduling (Development) (QSS JCN: 3047-V11-39) (Boeing CCN: UAV 490 S 1)

- Prepare Intermediate and Master Level plans and schedules establishing NMP EO-1 end-to-end timelines and interfaces for the science, spacecraft, instrument, ground system, GPS, and Wideband Advance Receiver Processor (WARP) WBS's from design through launch. Establish the total project critical path(s) based on schedule networks and related analysis. Train project support staff in the use of schedule tools and analytical methods. Provide schedule data to support project institutional reporting requirements (Confirmation Review, Non-Advocacy Review, Project Operating Plans, Project Plans, manpower and travel plans, contract negotiations, and independent cost studies.

Performance Requirements 7 and 8 – Configuration Management   (QSS JCN: 3047-V12-39)
                                                                                                                          (Boeing CCN: UAV 490 C 1)

Performance Requirement 9 – Management Information Systems   (QSS JCN: 3047-V13-39)
                                                                                                                          (Boeing CCN: UAV 490 M 1)

- Provide programming and data base service; Web design and support; and launch operations support.

Performance Requirement 10 – Documentation / Library (QSS JCN: 3047-V14-39) (Boeing CCN: UAV 490 D 1)
- Develop and update systems for control, storage, and dissemination of all project documentation including configuration management.
- Establish, maintain, and manage project technical library to meet the requirements of the Project.
- Develop, maintain, and control an automated information system for tracking and retrieving technical materials from the library.
- Manage and assure the maintenance of the technical documentation library and ensure that the library meets all day-to-day requirements of the Project.
- Control, identify, maintain, and distribute library documentation, as required.
- Index and catalog all library materials pertaining to project activities for quick retrieval.
- Produce documentation reports such as Library Index, Bi-weekly New Document Report, and others, as required.
- Assist in the development and preparation of Project documentation.
- Prepare technical text, perform technical editing, and document compilations and distribute documents.
- Collect technical data and coordinate, edit, and compile data into technical documents in accordance with GSFC document preparation standards.
- Track documents in varying stages of release.
- Process change notices and revisions.

Performance Requirement 12 – General Business (QSS JCN: 3047-V16-39) (Boeing CCN: UAV 490 B 1)
- Logistically control project property and interface with GSFC Logistics Management Division personnel.
- Interface with project to identify move requirements; prepare request forms for FMD mods, and MOORS.

- Coordinate personnel moves.
- Prepare required documentation and coordinate installation of telephones and Local Area Network connections.
- Act as property custodian maintaining NASA property records and conducting inventories.

DELIVERY SCHEDULE:

- Schedules (Gantt Charts and Networks)
- Project Monthly Schedule Analysis Report
- Project Master Schedule (Gantt Chart) Depicting Critical Path
- Time Phased Plan versus Actual Milestones Completed
- Monthly Event Calendar
- Monthly Reports
- Travel and Training Reports
- Personnel lists

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 495	Service Forecast Originator: Dorothy Tiffany
Title: ST5 Project Control	IST Leader: Bill Gallagher

TECHNICAL REQUIREMENTS:

Performance Requirement 4, 5 & 6 – Scheduling and Planning   (QSS JCN: 3047-W11-39)
(Boeing CCN: UAV495S1)

Performance Requirement 7 & 8 – Configuration Management (QSS JCN: 3047-W12-39)
(Boeing CCN: UAV495C1)

- Develop and control Configuration Management (CM) system for Project. System will track and control Configuration Change Requests (CCRs), Configuration Control Board (CCB) minutes and agendas, Power and Weight Analysis, Impact Evaluation and Action Status. Documentation will be maintained in an automated system that will support retrieval, sorting, distributing, reporting and updating functions. Additionally, the operation, back up and recovery of the CM system will be documented in the appropriate procedure manuals.

- Develop and maintain a Risk Management System. System will be designed in accordance with stated ISO and GSFC Risk Management guidelines.

- Control and maintain all baseline control documentation. Disburse change agreements and notices to appropriate personnel. Maintain data integrity through the use of visual audits and spot checks.

- Review technical documentation for adherence to CM procedures and technical continuity.

- Perform physical configuration audits, as deemed appropriate, on in-house facilities. Prepare audit reports and recommendations for Project.

- Act as Configuration Management Manager. Coordinate and chair all CCB meetings. Interface with each technical function. Ensure that CM function is compliant with GSFC ISO requirements.

- Prepare appropriate CM documentation, i.e., plans, procedures, guidelines, etc.

- Develop and maintain requirement traceability matrices.

- Maintain all CM files in a secure environment.

Performance Requirement 9 – Management Information Systems (QSS JCN: ?) (Boeing CCN: ?)

- Provide hardware evaluations and recommendations. This includes network equipment, file and print servers and personal computers.

- Provide software evaluations and recommendations. This includes software required for networking, databases, communications, Internet/Intranet and user interfaces.

- Provide installation (including upgrades, patches, etc.) and training all hardware and software products.

- Implement and manage local and wide area networks. Evaluate and recommend enhancements that will ensure optimum performance and back-up/recovery plans. Procure necessary hardware and software.

- Act as primary point-of-contact for ODIN interfaces.
- Procure necessary launch support hardware and software as deemed appropriate by the Project.
- Develop and support Intranet and Internet interfaces. Ensure Project accessibility of all Library and CM documentation, action items, schedules and project administrative data. Intranet system will be designed according to customer requirements. Internet interfaces will compliant with New Millennium Project specifications

Performance Requirement 10 – Documentation / Library (QSS JCN: ?) (Boeing CCN: ?)

- Develop and maintain an automated documentation library for the ST5 Project. Documentation will include: technical drawings, specifications, procedures, manuals, correspondence, contracts, status reports, contract deliverables, and any other information deemed essential to the Project. Documentation will be maintained in an automated system that will support retrieval, sorting, distributing, reporting and updating functions. Additionally, the operation, back-up and recovery of the library system will be documented in the appropriate procedure manuals.
- Develop and maintain ST5 Action Item Tracking Database. Task will include interfacing with appropriate personnel; research, resolution, and compilation of data; generation of reports; and impact analysis.
- Develop and maintain ST5 Deliverable Tracking Database. Task will include maintaining deliverable status and coordinating data reviews. Additionally, data will be compiled and tracked for adherence to the requirements and discrepancies reported and resolved with the guidance of the appropriate Project personnel.
- Develop and monitor a Response for Action (RFA) system responsible for tracking all major review actions. Compile and prepare closure packages for submittal to customer and Code 300.
- Coordinate all GSFC ISO related assignments. Task will include preparation, publication and control of program and project plans, procedure guidelines and management instructions. Act as liaison between GSFC ISO representatives and project. Participate in presentations, training and audits as deemed appropriate by the Project.

Performance Requirement 12 – General Business (QSS JCN: 3047-W16-39) (Boeing CCN: UAV495B1)

- Coordinate and prepare project status reporting and presentations. Task includes research and analysis of data.
- Prepare and maintain project calendars and travel schedules.
- Develop and maintain Travel Database that tracks and generates travel estimates and actual expenditures. Provide reporting status on budgetary under/over runs, and discrepancies.
- Analyze, reconcile and coordinate project manpower exercises and reporting. Develop Manpower database that facilitates tracking and "what-if" analysis. Participate in training, presentations and reviews as deemed appropriate by the Project.
- Maintain project personnel listings.
- Coordinate all Project moves, telephones, pagers, cell phones, furniture installations/procurements.
- Facility planning and analysis of space requirements for short and long term timeframes.
- Procurement project supplies. Maintain and control inventory and accounting records.
- Control and manage all project equipment and hardware. Task includes coordinating moves, shipping, procuring, excess and maintenance functions. Act as Property custodian for the Project.

DELIVERY SCHEDULE:

**PAAC CONTRACT
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SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing**

Customer ID: 740-01	Service Forecast Originator: Dorothy Tiffany
Title: GLAST Project Control	IST Leader: Bill Gallagher

TECHNICAL REQUIREMENTS:

Performance Requirement 4, 5 & 6: Scheduling (QSS JCN: 3047-721-39   Boeing CCN: UAV740S1)

- Prepare Intermediate and Master Level plans and schedules establishing interfaces for the science, spacecraft, instrument, and ground system.
- Provide schedule data to support project institutional reporting requirements.

SCHEDULING DELIVERY SCHEDULE:

- Schedules (Gantt Charts and Networks)
- Project Monthly Schedule Analysis Report
- Project Master Schedule (Gantt Chart) Depicting Critical Path
- Time Phased Plan versus Actual Milestones Completed

Performance Requirement 7 & 8 – Configuration Management (QSS JCN: 3047-722-39 Boeing CCN: UAV740C1)

Provide Configuration Management support to the GLAST Project (Code 701) in the following areas:

- Develop, coordinate, implement and maintain the GLAST Project CM Plan and CM Procedures.
- As required, review contractor CM Plans to ensure compliance with these documents and the CM requirements of the contract(s), and perform audits to verify effective CM implementation, as required.
- For in-house work, identify configuration items (hardware, software, documentation, and data) and facilitate engineering drawing release, engineering order release, and Work Order Authorization processes.
- Maintain and audit CM system by reviewing, implementing, and following the approved change control processes, as required.
- Process configuration change requests (CCRs), waivers, and deviations for cost, schedule, and technical impact assessments, and support the CCB in the evaluation and disposition of CCRs, as required.
- Prepare and distribute CCB minutes and facilitate action items systems for CCB directives.
- Provide effective coordination and complete the timely documentation updates of all approved changes.
- Establish and maintain audit trails for configuration changes, track the implementation status of approved changes through procurement, as required.
- Provide data management including coordinating and facilitating Contract Data Requirements List (CDRL) deliverables from Project Contractors.

CM DELIVERY SCHEDULE:

- CM Plan, Procedures and Revisions (on demand)
- Configuration Change Requests (on demand)
- Configuration Status Accounting Reports (on demand)
- Configuration Control Board Meeting Agenda (biweekly or on demand)
- Configuration Control Board Meeting Minutes (within 14 days after CCB meeting)
- Facilitate Review Process for Contractor Deliverables

- Facilitate Review Process for System Engineering Reports from Project Contractors

Performance Requirement 12 - General Business (QSS JCN: 3047-726-39   Boeing UAV740B1)

Provide General Business support to the GLAST Project (Code 701) in the following areas:

- Perform paper and electronic data management.
- Perform schedule management.
- Prepare reports and presentations.
- Provide meeting logistics support.
- Maintain 6-month rolling Project schedule.
- Perform library management.

- Prepare presentation packages for Monthly Status reviews.

GENERAL BUSINESS DELIVERY SCHEDULE:

- 6-month rolling Project schedule
- Presentation packages for Monthly Status reviews

PAAC CONTRACT
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QSS
Boeing

Customer ID: 740-15	Service Forecast Originator: Ray Rubilotta
Title: GLAST ACD Instrument Project Control	IST Leader: Fred Brooks

TECHNICAL REQUIREMENTS:

Performance Requirement 4, 5 & 6 – Scheduling & Planning |QSS JCN: 3047-7K1-39 | Boeing CCN: UAV740S2

The contractor shall:

- Develop and maintain the Anti-Coincident Detector instrument subsystem baseline development schedules.
- Provide schedule milestone charts, float/trend charts and critical path for the instrument reviews.
- Develop charts to provide management with immediate visibility of hardware schedule status.
- Develop draft WBS Dictionary for the ACD Instrument Subsystem.

Performance Requirement 7 & 8 - Configuration Management |QSS JCN: 3047-7K2-39 | Boeing CCN: UAV740C2

The contractor shall:

- Maintain Configuration Control of the Project baseline documentation.
- Manage and coordinate the Configuration Change Control packages, schedule and implement all activities associated with the Configuration Control Board (CCB) reviews.
- PAAC CCB secretary responsible for generating the CCB minutes and distribution of approved change packages.
- Maintain the CM Status Accounting Data Base to track C&R development, disposition, and implementation.

PAAC CONTRACT
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SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 740-16	Service Forecast Originator: Ray Rubilotta
Title: Project Formulation Office Information Management System Development	IST Leader: Fred Brooks

TECHNICAL REQUIREMENTS:

Performance Requirement 9 - Management Information Systems

- Develop a Proposal Information Management System for the Proposal Development Group.

DELIVERY SCHEDULE:

- System is to be operational on or before 1 October 2001.

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 740-17	Service Forecast Originator: Ray Rubilotta
Title: Project Formulation Office Database Development	IST Leader: Fred Brooks

TECHNICAL REQUIREMENTS:

Performance Requirement 9 - Management Information Systems

- Develop a cost-estimating database using Oracle software.
- Provide oversight to the development of cost estimating application software development.

DELIVERY SCHEDULE:

- Effort is to be complete on or before 1 December 2001.